

## Conference Report

Project: Emmanuel Home

Date: August 17, 2017

Time: 3:00 – 4:15 P.M.

File No: 216326

Place: Emmanuel Home

The following is a summary of subject discussed and decisions reached at the above noted meeting.  
Please advise of any errors or omissions to the author within 14 days.

### 1.0 Present

VROON, Evert	Emmanuel Home – Board of Directors
ZEE-HAWTIN, Ebeline	Emmanuel Home – Board of Directors
KONRAD ROMAN	Cormode & Dickson
BUSHNELL, STEVE	BR2 Architecture
BRODEUR, Kristen	BR2 Architecture

### 2.0 Distribution (emailed)

SINKE, Darren  
VRIEND, Graeme  
ROMAN, Konrad  
BUSHNELL, Steve  
VROON, Evert  
ZEE-HAWTIN, Ebeline  
BRODEUR, Kristen

### 3.0 Items Discussed

#### 3.1 Floor Plan – Suites

- Discussed revised floor plans for 2-Bedroom and 1-Bedroom
- Kitchen in 2-Bedroom suite has been reconfigured to have a u-shape format with a peninsula
- Kitchen in 1-Bedroom suite has u-shape format with peninsula. Corner sink has been removed and replaced with a sink centered within side of ‘U’ shape
- Kristen noted that the fridge and sink/dishwasher in 1-Bedroom kitchen have switched sides to ensure the dishwasher can be located beside the sink
- Discussed edge-detail options for kitchen countertop; noted that custom options can be discussed with manufacturer at a later point in project
- Interiors to ensure chosen edge-detail is reflected in drawings [ACTION]

- Noted that pocket doors have been introduced to the ensuite and laundry room in 2-Bedroom suite and laundry room in 1-Bedroom suite.
- Noted that linen closet in 2-Bedroom suite is located in ensuite, with a broom closet in the main hallway
- Linen closet in 1-Bedroom suite located in main hallway, with a broom closet adjacent to the refrigerator (millwork)
- Steve noted that open shelving in 2-Bedroom ensuite should have wire shelves to prevent moisture-damage
- Washer/Dryer units to be selected
- Ebeline stated that front-load machines are preferable, feeling more user-friendly. Evert noted that top-load machines may be more affordable.
- All agreed that it would be beneficial to have a countertop/shelving above machines where possible
- Final floor plan for laundry rooms will depend on dimensions and required location of fan coil
- Graeme or Konrad to provide specs for fan coil and appliances when selections are finalized [ACTION]

### 3.2 Millwork - Suites

- Proposed millwork layouts in 2-Bedroom and 1-Bedroom kitchens reviewed
- Team noted that priority should be given to drawer space for lower millwork
- 2-4 pot drawers should be located near range
- Narrow spaces adjacent to sink cabinet should be utilized as sheet/platter storage or as a corner cabinet with revolving shelf where possible
- Steve noted that a location for microwaves/dedicated circuit needs to be assigned in each kitchen [Interiors - ACTION]
- Team discussed possibility of having microwave in lower millwork for 2-Bedroom suite and in corner of countertop for 1-Bedroom suite
- Interiors to include cabinet at back of the peninsula in 1-Bedroom suite, accessible from Dining [ACTION]

### 3.3 Colour Concept & Finishes - Suites

- Kristen reviewed revised colour board for suites; board was approved, no further changes required at this time.
- Kristen noted that overall aesthetic of board has been adjusted to appear brighter, yet still warm.
- As per discussion from meeting on Aug. 02, accent paint introduced to board for application in kitchen area
- Team agreed that accent paint will make the space feel more personal and increase the feeling of warmth, without compromising a bright and fresh look
- As per discussion from meeting on Aug. 02, LVP (Luxury Vinyl Plank) has replaced sheet vinyl

Thank You.

Kristen Brodeur, IDT  
BR2 Architecture